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THRU : Chief, Physical Security Division 1 June 1956
Deputy Director for Personnel and Physical Support
Chief, Administration and Training Staff

Review of Files in Physical Security Division

1. This report summarizes the action taken in the review of records in the Physical Security Division. Also included are the recommendations for continuing actions.

Actions completed

I. Records Disposition:

- A. A cut-off system was established in the files which will permit future destruction or retirement by entire series in accordance with the Records Control Schedule. (After Control Schedule is in full operation, size of files will remain about the same year after year and disposition can be accomplished by clerical help with very little time involved. File reference and filing will be faster and more positive because only current material will be in the active file.)
- B. Sixty - three and one half cubic feet of records were destroyed and twelve cubic feet of records were retired to the vault for future destruction. (File space equal to 9 safes, with a replacement value of approximately \$3000.00 was released.)

II. File System:

The Agency system was modified to fit the special needs of the Division and it was installed in each branch and office. (Building Security Branch reverted to previous system after several days and before modified manual was issued.) The benefits to be derived are as follows:

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- (1) Files of all offices will conform to a single Divisional system;
- (2) Permits intra-divisional reassignment of secretarial help with a minimum of training;
- (3) Provides a pattern for expansion when required;
- (4) A system not subject to change with each secretary and which will permit easiest reference to aged material;
- (5) New secretarial help will have received basic training in the system before reporting for duty.

Recommendations for continuing actions

- I. Establishment and maintenance of the badge Photograph and Negative File on a current active and inactive basis. Action is delayed pending receipt of employee listing from Office of Personnel. (Approximately 15,000 items to be removed from active file which will facilitate filing and finding.) Inactive items are to be destroyed on a continuing basis after 4 years, which will limit expansion and eventually reduce number of cabinets now required.)
- II. Install Guides for punch cards file of badge holders and for the active and inactive parts of the Badge Photograph and Negative File. (Action delayed pending delivery of Guide Sets, now on order. It is estimated that Guides will increase rates of filing and referencing by an estimated 25%.)
- III. Install an IBM card system for logging limited pass holders entering various Agency buildings. System now on trial at Guard Post in Eye Building. (This change will eliminate the manual posting of approximately 4500 entries per month from the Guards Log to a special report for each badge holder.)

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IV. Install mail control and routing system. Procedures now being prepared. (Better control with less duplication of effort. Writing for logging and control purposes will be reduced from a maximum of 5 to 1 writing.)

2. The accomplishments have been meaningful and if additional assistance is desired please advise.

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